

VICTOR FIRE DISTRICT
Board of Fire Commissioners Meeting Minutes
November 12, 2025, 06:00 PM

Call to Order:

A regular meeting of the Board of Fire Commissioners for the Victor Fire District was called to order by Chairman Barry in compliance with the Open Meetings Law at 6:00 p.m.

Pledge of Allegiance:

The Chairman led the Pledge

Roll Call/ Affirmation of Quorum:

Board Member	Present	Excused	Absent
Commissioner Barry	X		
Commissioner Keyes	X		
Commissioner Kowal	X		
Commissioner Matteson		X	
Commissioner Palmer	X		

A quorum was declared by the Chairman and the business of the District proceeded.

Others Present

Officer	Present
District Treasurer McAdoo	X
District Secretary Kirk	X
District Chief Lamarco	X
Deputy Chief Militello	
Fire District Attorney Fingar	
VFD Inc President Benjamin	X

Linda Tice, Jason Maier

Approval of Minutes from October 14, 2025

Commissioner Keyes motioned to approve the minutes from the October 14, 2025, Regular Meeting; seconded by Commissioner Kowal and carried 4 Ayes; 0 Nays.

Approval of Minutes from October 21, 2025

Commissioner Palmer motioned to approve the minutes from the October 21, 2025, Budget Public Hearing & Regular Meeting; seconded by Commissioner Keyes and carried 4 Ayes; 0 Nays.

Approval of Bills

Commissioner Palmer motioned to approve payment of invoices shown on the Abstract of November 12, 2025, in the amount of \$65,963.35; seconded by Commissioner Keyes and carried 4 Ayes; 0 Nays.

Correspondence

The District received four survey results

Reports

District Treasurer Report:

Read and is on file. Treasurer provided a draft clarification on the open pumper bid; Board by consensus authorized to distribute.

District Fire Chief’s Report:

Read and is on file

Victor Fire Department, Inc Report:

Read and is on file

Old Business - None

New Business

Resolution #25-107 - Purchase Authorizations

On motion of Commissioner Keyes seconded by Commissioner Kowal the following resolution was adopted: 4 Ayes; 0 Nays.

WHEREAS the Board of Fire Commissioners received requests to make the following purchases:

No.	Item	Budget Code	Amount (USD)
1	File Backup Solution	203.3	8,340.00
2	Chief Xmas Gifts	408.16.2	1,000.00
3	Attendance Kiosk	203.3	7,000.00
4	Edraulic Combi-Tool	202.3	15,540.00
5	Bunk Room Partitions	204.3	15,006.16
6	Accent Lighting, truck bays	204.1	4,375.00
7	Rebuild RPZ	204.1	2,494.62

WHEREAS, the Board of Fire Commissioners have reviewed the purchases, found they meet the District’s Procurement Policy, and are needed for the safe and efficient operation of the Fire District; now, therefore, be it

RESOLVED to authorize the issuance of a purchase order and to purchase the items as indicated.

Resolution #25-108 –Motion to approve budget transfers

On motion of Commissioner Palmer seconded by Commissioner Kowal, the following resolution was adopted 4 Ayes; 0 Nays.

WHEREAS, to maintain balanced budget lines within the 2025 budget, Treasurer McAdoo recommended inter-budget transfers as fully described in Attachment A; and,

WHEREAS the Board of Fire Commissioners have reviewed and discussed the transfers and found they are consistent with good financial practices; now, therefore, be it

RESOLVED the Board of Fire Commissioners approve the inter-budget transfers as shown.

Resolution #25-109 –Authorization for FF 284 to attend advanced training.

On motion of Commissioner Keyes seconded by Commissioner Kowal, the following resolution was adopted: 4 Ayes; 0 Nays.

WHEREAS, General Municipal Law 72-g and Victor Fire District Policies require training opportunities at the state level must be authorized by the Chief and approved by resolution of the Board of Fire Commissioners prior to attendance;

WHEREAS, at the Ontario County Safety Training Facility, OFPC is holding a Fire Service Instructor I course over 5 days, December 5-7 & 14-15;

WHEREAS, Firefighter John Morabito, Jr., has requested permission to attend this training to further their professional development as a firefighter;

WHEREAS, Chief Lamarco has authorized this training, recognizing there is a benefit to the Victor Fire Department in enhancing operational resources; now, therefore, be it

RESOLVED that the Board of Fire Commissioners authorizes Firefighter Morabito to attend the Fire Service Instructor I in Ontario County on December 5, 6, 7, 14, & 15 utilizing 2763 (if in service);

RESOLVED, that any necessary expenses will be paid for by the Fire District as is consistent with the Travel Expense and School & Training policies; and

RESOLVED, that the expenses for this training will be assigned to A3410.403.13 Training – Paid FF

Resolution #25-110 – Approve Purchase of SCBA

On motion of Commissioner Palmer seconded by Commissioner Kowal the following resolution was adopted: 4 Ayes; 0 Nays.

WHEREAS, the District's Self-Contained Breathing Apparatus (SCBA) have reached their expiration date and must be retired from service;

WHEREAS under the Town of Victor Fire Protection District #2 Contract, twenty-seven (27) SCBA units were transferred to the Victor Fire District, while the total anticipated operational need is thirty-nine (39) SCBA units;

WHEREAS, the Chief has recommended the purchase of twelve (12) additional SCBA units that match the specifications of the transferred twenty-seven (27);

WHEREAS, pursuant to General Municipal Law (GML) §103(16) and Fire District Policy, political subdivisions, including fire districts, are authorized to purchase equipment and materials through contracts let by the State of New York or by any political subdivision thereof, provided such contracts were awarded in a manner consistent with the requirements of GML §103;

WHEREAS, the Fire District has received an estimate from Municipal Emergency Services (MES) for twelve (12) SCBA units for a total of \$133,920, under NYS HIRE Contract PC89026;

WHEREAS, the Board of Fire Commissioners has reviewed NYS Contract No. PC89026 and determined that it was duly executed by the New York State Office of General Services (OGS), is available for use by other governmental entities, and was awarded to the lowest responsible bidder or best value offeror in accordance with GML §103; and

WHEREAS, the cost of the equipment shall not exceed \$134,000, which amount shall be appropriated, in part, by transfer from the Equipment Repair and Replacement Capital Reserve Account to the Operating Account as identified in Resolution #25-111 which transfer is subject to a permissive referendum pursuant to Town Law §176(18); now, therefore, be it

RESOLVED that the Board of Fire Commissioners hereby authorizes the purchase of twelve (12) SCBA units from Municipal Emergency Services (MES) under NYS HIRE Contract No. PC89026, at a total cost not to exceed \$134,000, subject to and contingent upon the completion of the permissive referendum process authorizing the transfer of capital reserve funds as provided in Resolution #25-111.

RESOLVED that the Treasurer is hereby authorized to issue any necessary purchase orders or related documentation to effectuate this purchase upon completion of the permissive referendum period; and,

RESOLVED that the expense be assigned to A3410.202.2 – SCBA

Resolution #25-111 –Transfer Funds from Equipment Repair and Replacement Capital Reserve Account to the General Operating Account.

On motion of Commissioner Palmer seconded by Commissioner Keyes the following resolution was adopted: 4 Ayes; 0 Nays.

RESOLVED, that pursuant to Section 6-g of the General Municipal Law, as amended, the Victor Fire District does hereby authorize the transfer of a sum not to exceed \$134,000 from its Equipment Repair and Replacement Capital Reserve Account to the District's General Operating Account for continued Fire District operations including the purchase of 12 self-contained breathing apparatus.

No expenditure shall be made except upon authorization of the Board; and it is further RESOLVED, that this resolution is subject to a permissive referendum as provided by Section 6-g of the General Municipal Law.

Public Comments:

none

Next Board Meetings:

Regular Board Meeting, Tuesday, December 2, 2025

Adjournment:

The Chairman declared the meeting adjourned at 6:18 p.m.

VICTOR FIRE DISTRICT
Attachments

Attachment A: Budget Transfers

From				Transfer to			
<u>Code</u>	<u>Budget</u>	<u>Tsfr Amount</u>	<u>Adj Budget</u>	<u>Code</u>	<u>Budget</u>	<u>Adj Budget</u>	
A3410.1	Personnel Services	\$ 3,000.00	\$ 397,000.00	A3410.408.14.4	Cloud Service Software Ser	\$ 7,450.00	
A3410.1	Personnel Services	\$ 16,000.00	\$ 381,000.00	A3410.203.3	Computers - Hardware repl	\$ 20,750.00	
A3410.1	Personnel Services	\$ 8,000.00	\$ 373,000.00	A3410.204.1	Building Mechanicals	\$ 79,750.00	
A3410.1	Personnel Services	\$ 16,000.00	\$ 357,000.00	A3410.204.3	Furniture & Fixtures	\$ 23,500.00	
A3410.408.11	Office Supplies and Equip	\$ 500.00	\$ 2,000.00	A3410.408.6	General District Expenses	\$ 12,000.00	
A3410.408.11	Office Supplies and Equip	\$ 500.00	\$ 1,500.00	A3410.408.7	Election Expenses	\$ 2,400.00	
A3410.408.11	Office Supplies and Equip	\$ 250.00	\$ 1,250.00	A3410.408.16.1	Recruitment & Retention -	\$ 6,330.00	
A3410.406.17	Kitchen Hood Cleaning	\$ 100.00	\$ 900.00	A3410.406.12	Pest Control	\$ 1,420.00	
A3410.405.1	EMS Supplies	\$ 400.00	\$ 1,400.00	A3410.405.7	Safety Supplies (Water, rehab)	\$ 1,400.00	
A9030.8	Social Security (FICA)	\$ 50.00	\$ 31,950.00	A9045.8.1	Cancer Gap Insurance	\$ 5,050.00	